



## **SPECIAL COMMITMENT CENTER**

*Pierce County, Washington*

### **POLICY: RESIDENT ROOM STANDARDS**

**POLICY NUMBER: 230**

**Page 1 of 4**

**Authorizing Source:** RCW 71.09

**Effective Date:** August 7, 1991

**Re-Issued:** September 13, 2002

**Sunset Review:** September 13, 2004

**Approving Authority:** MSL **Date:** 8/30/02

#### **PURPOSE**

This policy sets requirements to promote cleanliness, safety, security, and a non-hostile living environment.

#### **SCOPE**

This policy relates to resident rooms at the Special Commitment Center (SCC), the SCC facility for women at Purdy (SCCW) and the McNeil Island Secure Community Transition Facility (SCTF).

#### **POLICY**

##### **I. General Expectations.**

##### **A. Room Inspections**

1. Rooms may be inspected at any time, routinely or for cause.
  - a. Residents shall normally be informed of the day and time of a room inspection.
  - b. Room inspections may also be conducted without advance notice to the resident.
2. A resident's ITP must be considered and may:
  - a. Require periodic or random room inspections due to past behaviors,
  - b. Set individualized conditions, limitations or allowances, in accordance with the resident's treatment needs or assessed risk to safety or security.
3. The resident may witness the inspection, but must remain outside the room unless requested otherwise by staff. The resident must not interfere.
4. Following an inspection, staff must inform the resident of any discrepancies or hazardous conditions and allow the resident time to make corrections according to the seriousness of the problem.
5. Staff may remove or require the resident to remove and dispose of hazardous, spoiled, excessive or unauthorized items according to the appropriate policy or rule.
  - a. Staff must document the problem in the resident's clinical chart and, *if justified*, in a Behavior Management Report or Incident Report, per applicable policy.
  - b. When contraband or an item of value is removed, staff must issue the resident a receipt.

##### **B. Property.**

Residents may only have property that is authorized under SCC policy.

1. Where policy allows a resident to have other kinds or amounts of property than listed, the resident is required to have written permission from authorized SCC management and to present it upon request.
2. A resident may not possess anything belonging to another resident.

## II. STANDARDS FOR RESIDENT ROOMS.

### A. Furniture and Fixtures

1. Residents may not use homemade shelving.
2. Residents may not purchase a mattress, storage locker, or metal file cabinet for their room, but must use only those items provided by the SCC. Plastic file boxes may be approved.

### B. Cleanliness & Clutter

1. The bed must be made, unless occupied; with bedding tucked in to allow a clear view of the area below the bed.
2. All surfaces (floors, walls, furniture, window ledges, storage containers, personal possessions, etc.) must be clean.
3. Food containers, cups, bowls, utensils and food-related items must be clean.
4. No leaking containers, or odorous/soiled material is permitted within the room.
5. Soiled laundry must be stored in a laundry bag.

### C. Postings and Open Display

1. Posters and other items must be displayed only on the bulletin board. Nothing may be posted on the walls of the room or inside/outside of the door.
2. To prevent a hostile work and living environment, no potentially offensive posting or display is permitted anywhere within an SCC facility, including resident rooms.
  - a. This includes any material which:
    - Is sexually oriented, including pictures, printed matter or objects,
    - Is a representation of the unclothed human figure,
    - Promotes the glorification of illegal substances or alcohol,
    - Promotes sexual deviance,
    - Promotes sexual exploitation of children,
    - Promotes violence,
    - Promotes hostility towards members of a particular gender, sexual orientation, ethnicity, race, or religion or contains racial slurs, or declares supremacy of any race or racial organization over another.
  - b. Where there is a question (for example, classic art), the resident must obtain permission from a Forensic Therapist Supervisor to display the image or object.

### D. Electronic equipment (see also policy 212, *Computers & Technical Devices*).

1. Electronic equipment must be placed under or on a desk.
2. Equipment shall be kept intact (no opened cabinets, loose or disassembled components).
3. Radios, televisions, and audio equipment in resident's rooms must be equipped with headphones. Headphones and earphones may be attached to the equipment. Headphones must be used at night. During the day, headphones are not needed if volume is low enough not to disturb others.

### E. Storage

1. General room storage
  - a. No items may be stored on top of the tall metal locker or on structural ledges.
  - b. Items on the floor must be under either the desk or the bed.
  - c. Items on the upper bunk must be in a plastic storage container or footlocker.
  - d. Storage containers must not be stacked.
  - e. Tapes, CDs, and all such matter must be neatly stored.

2. Clothing, footwear, bedding and towels
  - a. Clothing may not be stored in plastic storage containers.
  - b. Clothing, sweatshirts, sweaters, sheets, washcloths, towels, and blankets must be neatly folded or hung up in a locker.
  - c. Shoes must be stored neatly outside the locker.
3. Papers and writing materials
  - a. If not in use, paper, magazines, books, and periodicals must be stored neatly.
  - b. Magazines must be whole, with no pictures or pages removed.
  - c. Only one newspaper issue may be kept, neatly stored when not in use.
  - d. Legal storage boxes must be neat and orderly and contain only legal material.
4. Treatment materials
  - a. Any materials or devices provided to the resident for treatment purposes must be clearly marked as SCC issue.
  - b. A list of treatment materials, signed by the clinical staff who issued the material, must be kept in the resident's room and made available to SCC staff on request.
5. Hobby supplies
  - a. Hobby supplies must be kept in a single container.
  - b. Hobby supplies must be listed in a log, approved by the Assistant Residential Care Manager – Ancillary Services or designee, kept on the resident's living unit.
6. Religious items
  - a. Religious items must be stored in a marked container.
  - b. Any written approvals from the SCC Chaplain must be kept in the container and made available to staff on request.
  - c. Container size and contents are regulated by the Master Property policy and Religious Items Matrix.
7. Food and food storage
  - a. All food items, cups and bowls must be stored in a plastic container.
  - b. Except for allowed vendor packages, food present in room is limited to no more than two pieces of fresh fruit and two fresh cookies. Loose, moldy and spoiled food must be disposed of.
  - c. Only one **open** beverage container is allowed.
  - d. No more than six **unopened** beverage containers are allowed.
  - e. Candies and snack food must be kept to a reasonable amount.
  - f. No more than five unopened packages of each type of condiment (relish, catsup, mustard, mayonnaise) of sugar or of honey may be stored in the room. Opened packages must be used or discarded. Excessive amounts of sugar, honey, syrup or other sugar-containing sweeteners are contraband.
  - g. Food containers, cups, bowls, utensils and food-related items must be clean.
- F. Safety and Security
  1. Electrical outlets must be maintained in good condition, with no evidence of arcing or tampering.
  2. Tampering with or disabling safety devices, including smoke alarms, is prohibited.
  3. No more than one surge protector/multi-outlet cord may be used, and the routing must be safe. Extension cords and multi- or gang outlets are prohibited by fire code.
  4. All electrical devices must be in good repair. Frayed, broken, or mechanically poor connectors, wires or electrical devices must be repaired or disposed of.
  5. The room entrance and floor must be free of items, including room furniture, between door and bed so that an individual can enter the room and walk from the door to the bed without stepping over objects or moving furniture.

6. The doorway and door window must be free of obstructions to vision (anything which blurs or blocks the view inside the room), except that an approved covering applied to the outside of the door window may extend from the bottom of the window to a maximum height of eight inches.
  7. The room light, window casement, air vents and speaker must be free of obstruction.
- III. Non-compliance.
- A. Residents must bring their rooms to compliance with standards of this policy.
    1. Staff should assist by making cleaning materials and equipment available to the resident at appropriate times and by providing the resident guidance as necessary to bring the room into compliance.
    2. Where a safety problem is identified, that problem should be addressed before minor problems. Time allowed the resident should be reasonable, given the difficulty and the importance of the task.
  - B. Reporting.
    1. Minor deviations from room standards should be noted in the resident's clinical chart.
    2. Where a general concern regarding the resident's room/living conditions exists, an Observation Report is appropriate to alert the resident's Forensic Therapist.
    3. Where non-compliance is more serious or is repeated, a Behavior Management Report is required. Generally, infractions of resident room standards are Category 2 rules infractions. Interfering with a room inspection warrants a Behavior Management Report according to the behavior (see policy 235, Behavior Intervention and Treatment).
    4. See also policies for Contraband (401), personal and religious Resident Property List (231), and Hobby Program items (250).

## **PROCEDURES**

### **SCC assigned staff shall:**

1. *Obtain* name/names of residents whose rooms are to be inspected, through:
  - A list of names from the ARCM's Resident Room Inspection Schedule, or
  - Directions from the ARCM regarding a required special inspection of a resident room, or
  - Individual residents' ITPs specifying requirements for room Inspections (inform ARCM or RRC Supervisor, prior to inspecting per an ITP).
2. *Notify* resident unless a random inspection is required.
3. *Allow* the resident to be present outside the room unless the resident is uncooperative.
4. *Inspect* the resident's room based on the "Room Standards Inspection Check Sheet (back of the "Residential Room Standards Inspection" form).
5. *Request* from the resident written staff authorizations for items not generally allowed in policy.
6. *Note* unsafe or potentially unsafe conditions.
7. *Identify, seize, and document* disallowed or contraband items.
8. *Complete* "SCC Residential Room Standards Inspection" Check Sheet.
9. *Provide* a copy of the check sheet to the resident with any requirements for corrective action.
10. *Assist* the resident to obtain cleaning equipment and supplies necessary to correct room conditions or to prepare disallowed (not contraband) items to be sent to an outside party.
11. *Re-inspect* the room, as arranged.
12. *Chart* the event.
13. *Follow* requirements of related policies if the resident interferes with the inspection, if a safety or security violation is noted, or if disallowed or contraband property is discovered.